WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

TO: **Economic Support Supervisors**
        Economic Support Lead Workers
        Training Staff
        Child Care Coordinators
        W-2 Agencies

FROM: Stephen M. Dow
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BWSP OPERATIONS MEMO
No.:   01-09
File: 2411
Date: 02/27/2001
Non W-2 [ ]   W-2 [X]   CC [ ]
PRIORITY: Medium

SUBJECT: **TANF RECEIVED IN OTHER STATES**

CROSS REFERENCE: **W-2 Manual**, 2.3.1.1
                      DES Administrator's Memo 00-22

EFFECTIVE DATE: Immediately.

PURPOSE

This memo provides policy and CARES instructions for:

1. Verifying Temporary Assistance for Needy Families (TANF) received in another state.

2. Determining the months of TANF received in Wisconsin for requests initiated by other states.

In both cases, the receipt of TANF impacts the 60-month time limit.

BACKGROUND

Temporary Assistance for Needy Families (TANF) cash assistance is limited to up to 60 months in an individual's life time. This means that TANF assistance received by an adult in **any** state counts toward the 60-month time limit. Therefore, FEPs need instructions on how to respond to inquiries from other states regarding receipt of TANF assistance in Wisconsin. In addition, when a W-2 applicant indicates that he or she received cash assistance in another state, the FEP needs instructions on how to verify how many months of TANF assistance were actually received in the other state.

REPORTING TANF RECEIPT TO OTHER STATES

If a former Wisconsin Works (W-2) participant moves to another state and applies for TANF assistance in the new state, the case worker from the other state may contact the W-2 agency to inquire as to the number of months TANF assistance was received while the individual was living in Wisconsin. In order to determine this, the FEP must query CARES. The following steps will assist the FEP in making this determination:

1. Enter AIWC in the Tran field and the case number in the Parms field.

2. Under the FED IND field, count the total number of Y indicators.

```
AIWC                    WISCONSIN WORKS(W2) CLOCKS          01/17/01 11:12
 CASE: 5700213257                              WORKER: XCTG04   XCTG04 P KIERN
 LAST UPDATED: 12 29 00                 CASE STATUS: OPEN     CASE MODE: ONGOING

 PIN: 5100448172 NAME: DAD                  OPCFAILSSSI256
       MX UD RM           UD          MX UD RM        MX UD RM          MX UD RM
 60MO: 60  4 56    JOBS:  0   TJOB: 24  0 24   CSJ: 24  0 24   W2T: 24  2 22
                   OPC:  0    CMC:     0    OTF:     2

 ELIG CLOCK FED  OVR EXT EXT   EXT REQ   EXT REQ EXT BEG EXT END USER ID UPDATED
 MTH  TYPE  IND  RSN DEL RSN    DT        RSN     MTH     MTH              DT

 1200 W2T_   Y    ___ __                                      CARES   11 30 00
 _____
 1100 W2T_   Y    ___ __                                      CARES   10 31 00
 _____
 1000 OTF_   Y   AAB __                                       XCTG04  09 29 00
 _____
 0900 OTF_   Y   AAB __                                       XCTG04  09 29 00
 _____

 PFKEYS: 13=AIWO, 14=AIWE, 18/ENTER=NEXT INDIVIDUAL           PAGE  1 OF  2
 NEXT TRAN: _____     PARMS: 5700213257_____ MORE...
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3. Count the number of clock type OTF ticks that have an AAB override reason. Subtract this number from the federal indicator total.

4. The total number of Y indicators minus any OTF ticks with an AAB override equals the number of months the former W-2 participant received TANF assistance **in Wisconsin**.

> **Example**: Using the screen print above, Dad has four "Y" indicators and two of those "Y" indicators are OTF ticks with an AAB override. Therefore, the number of months of TANF received in Wisconsin equal two (4 "Y" indicators minus 2 OTF ticks with AAB overrides).

5. If the individual does have OTF ticks entered with AAB overrides, this indicates that Wisconsin verified TANF receipt in another state. The FEP should alert the case worker who is calling to this and, if the case worker wants that information, the FEP should provide it.

RECORDING TANF RECEIPT FROM ANOTHER STATE

When there is an indication that an applicant has received cash assistance in another state, the FEP must:

1. Determine the number of months TANF cash assistance was received in the other state by contacting the appropriate persons;

2. Take steps to ensure that the cash assistance received was, in fact **TANF**, cash assistance; **and**

3. Enter that information in CARES on screen AIWO.

There may be a number of resources FEPs can use to contact other states in order to determine how many months of TANF assistance was received in another state. For instance, the W-2 applicant may know the name and phone number of his or her case worker in the other state. If that is the case, the FEP can contact that individual directly. However, if the applicant does not have a contact in the other state, the FEP must use other means to obtain contact information. One way of doing this would be for the W-2 agency to order a copy of the *Public Human Services Directory*, which can be done through the American Public Human Services Association (APHSA) at the following address:

American Public Human Services Association   Telephone: 202-682-0100
810 First Street, NE   Fax: 202-204-0071
Suite 500   E-mail: pubs@aphsa.org
Washington, D.C. 20002-4267   Web Site: http://www.aphsa.org

This directory is an annual publication and costs $100.00.

When contacting other states, the FEP must keep in mind that the other states may not have clearly identified what types of assistance received in their state meets the federal definition of TANF assistance in their respective computer systems, like we have done in CARES. Therefore, the FEP should using the following guidelines:

1. Any assistance received in another state prior to September 1, 1996 must not count as TANF assistance received in another state.

2. It is likely that cash assistance received in any state after July 1, 1997 would count as TANF assistance; however, there may be exceptions, e.g., California's TANF effective date is January 1, 1998. The attached chart will assist FEPs in determining the effective date of TANF in each state. This information will be added to the CARES help screen for AIWC in the near future. A DXBM will be posted once this information is available through the help screen.

3. The FEP must find out the specific month(s) and year(s) TANF cash assistance was actually received in the other state. This information is necessary for CARES entry.

4. If the contact cannot confirm whether or not the cash assistance received in his or her state counts as TANF assistance, the FEP should attempt to verify what the contact has told him or her through other sources. If it cannot be confirmed that the assistance received in the other state is TANF, do not use the information.

As far as meeting W-2 verification requirements, once the FEP has determined that the information he or she has received is correct, the phone contact alone is considered sufficient verification. FEPs do not have to request this information in writing. See **IMM**, Chapter, 1, Part C for more information on verification.

Once the number of months an individual received TANF assistance in the other state has been determined, the FEP must enter the information in CARES on the Clocks Override Screen AIWO.

1.   Enter AIWO in the Tran field and the case number in the Parms field.

2.   Complete BENEFIT MMYY field with the first month that the client received TANF in another state.

3.   Enter CLOCK TYPE as OTF (Other TANF).

4.   Enter OVR RSN as AAB (Benefits from other State).

5.   Hit enter and the ADD SUCCESSFUL message should display.

6.   Steps #2 through #5 must be done for **each** month the individual received TANF in the other state.

The total number of months the individual received TANF in another state will be displayed on screen AIWC (see AIWC screen print on page 2).

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AIWO                       CREATE W2 CLOCKS                     12/14/00 13:10
 CASE: 0700210105                           WORKER: XCTG04   XCTG04 P KIERN
 LAST UPDATED:                       CASE STATUS: OPEN    CASE MODE: ONGOING

 NUM: 01  NAME:                                    SSN:


 BENEFIT MMYY: 1097  CLOCK TYPE: OTF   OVR RSN: AAB  OVR USER ID: XCTG04

 COMMENT:
 CLIENT RECEIVED BENEFITS IN TEXAS




 PFKEYS: 13=AIWC
 ------------------------------INDIVIDUALS--------------------------------
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RE-VERIFYING MONTHS OF TANF RECEIVED IN ANOTHER STATE

With the 60-month time limit fast approaching for many participants, it is critical that the reported TANF received in another state is correct. As mentioned above, at the time the initial inquiry was made by the FEP, the other state may not have had TANF assistance clearly identified in their respective computer systems, like we have recently done in CARES. Because of this, the other state may have incorrectly reported a **greater** number of months of TANF received in that state than the individual actually received. Therefore, the FEP should re-verify TANF assistance received in another state, particularly for those cases approaching 60-months.

In order to identify these cases, W-2 agencies can use the reports that were distributed with the *W-2 60-Month Time Limits* Administrators Memo (00-22) or use the Individual Clocks Report (C785) to identify participants with ticks on their OTF clock. Follow step #3 under *REPORTING TANF RECEIPT TO OTHER STATES* to determine the initial reported number of months TANF was received in another state*.* Upon re-verification, if this number is incorrect, enter the correct number of months as soon as the information is available.

CONTACT

DES CARES Information & Problem Resolution Center

> Email: carpolcc@dwd.state.wi.us
> Telephone: 608-261-6317 (Option #1)
> Fax: 608-266-8358

   Note: Email contacts are preferred. Thank you.

DWD/DWS/MM

TANF EFFECTIVE DATES BY STATE

(Information collected by the National Governor's Association.)

State	TANF Effective Date	State	TANF Effective Date
Alabama	10/1/96	Montana	11/1/96
Alaska	7/1/97	Nebraska	12/1/96
Arizona	10/1/96	Nevada	9/30/96
Arkansas	7/1/97	New Hampshire	10/1/96
California	1/1/98	New Jersey	10/15/96
Colorado	7/1/97	New Mexico	7/1/97
Connecticut	10/1/96	New York	12/2/96
Delaware	3/10/97	North Carolina	1/1/97
District of Columbia	12/3/96	North Dakota	7/1/97
Florida	10/1/96	Ohio	10/1/96
Georgia	1/1/97	Oklahoma	10/1/96
Guam	1/9/97	Oregon	10/1/96
Hawaii	7/1/97	Pennsylvania	3/3/97
Idaho	7/1/97	Puerto Rico	7/1/97
Illinois	7/1/97	Rhode Island	5/1/97
Indiana	10/1/96	South Carolina	10/1/96
Iowa	1/1/97	South Dakota	12/1/96
Kansas	10/1/96	Tennessee	10/1/96
Kentucky	10/18/96	Texas	10/1/96
Louisiana	1/1/97	Utah	9/30/96
Maine	11/1/96	Vermont	9/20/96
Maryland	12/9/96	Virginia	2/1/97
Massachusetts	9/30/96	Virgin Islands	7/1/97
Michigan	10/1/96	Washington	8/1/97
Minnesota	7/1/97	West Virginia	1/11/97
Mississippi	10/1/96	Wisconsin	9/30/96
Missouri	10/1/96	Wyoming	1/1/97